

PAYMENT SCHEDULE/TIME PAY

Effective Date Statewide: June 2, 2006	Revision Date
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PAYMENT SCHEDULE/TIME PAY

Description:

This process is used to modify a payment schedule to insure the timely payment of amounts due to the court.

Reference:

Accounting Manual

Overview:

The process is used to modify fine and restitution payments which have been ordered by the court. The accounts receivable should have been set up through the in court screens. (See Criminal In Court Procedures.) This process should not be used by the cashier who receipts the money.

Procedure/Computer Entry

PAYMENT SCHEDULE/TIME PAY

1. From the Primary menu screen select **Accounting**. A case number must be selected first.

Primary Menu debrajoo

Exit! Case Party Cashiering! Accounting Maintenance Information Print Index! Lock Help

3RD DISTRICT COURT - SALT LAKE

Case Information

Case	Case Type	Last Name	First Name
<input type="text"/>	All	<input type="text"/>	<input type="text"/>
Citation	Social Security	Birth Date	Party
<input type="text"/>	<input type="text"/>	<input type="text"/>	All
Reference	Judge	Commissioner	Filing Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Change to Party

☐ Use 'Sounds Like' Search

Version Date: 10/18/2004

Clear Find Redo Previous Find

2. Select **Accounts Receivable**.

Accounts Receivable

Filings Links History Toolbox Warnings Journal Cash Count! Print Index!

Case 031000172 State Felony

Last Name DUCK

First Name DONALD

Find

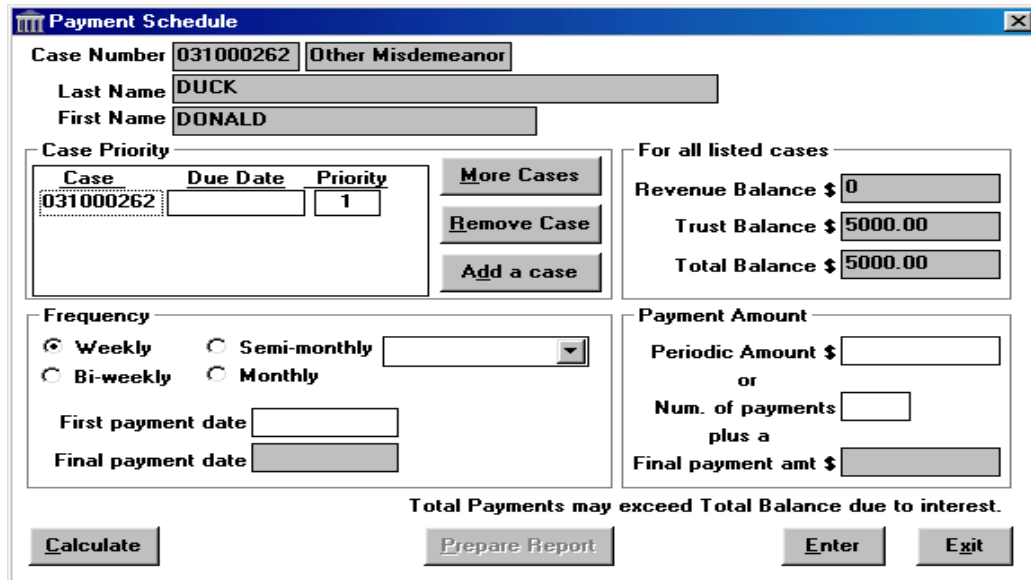
Revenue		Trust		Open Trust	
Amount Due \$	0	Amount Due \$	0	Trust Payment \$	0
Amount Paid \$	0	Amount Paid \$	0	Amount Paid \$	0
Total Credit \$	0	Adjustments \$	0	Adjustments \$	0
Balance Due \$	0	Balance Due \$	0		

Revenue Receivable Trust Receivable

Clear Screen Payment Schedule Exit

3. Select **Payment Schedule**.

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Payment Schedule

Case Number: 031000262 Other Misdemeanor

Last Name: DUCK

First Name: DONALD

Case	Due Date	Priority
031000262		1

Buttons: More Cases, Remove Case, Add a case

For all listed cases:

Revenue Balance \$ 0

Trust Balance \$ 5000.00

Total Balance \$ 5000.00

Frequency:

☒ Weekly ☐ Semi-monthly ☐ Bi-weekly ☐ Monthly

First payment date:

Final payment date:

Payment Amount:

Periodic Amount \$

or

Num. of payments

plus a

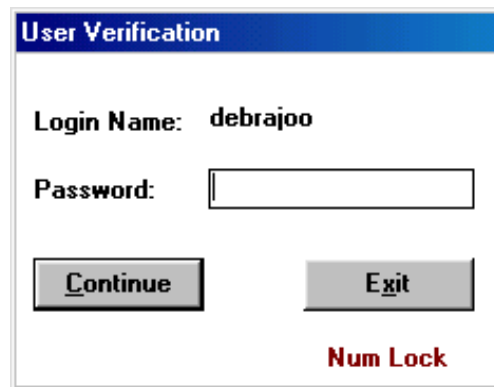
Final payment amt \$

Buttons: Calculate, Prepare Report, Enter, Exit

Total Payments may exceed Total Balance due to interest.

Note: If multiple cases are to be on a payment schedule, refer to Criminal In Court Procedure to set up the **Case Priority**.

4. Type **Password**.



User Verification

Login Name: debrajoo

Password:

Buttons: Continue, Exit

Num Lock

5. Select Continue.
6. Select the radio button for the frequency of payment (Weekly, Bi-Weekly, Semi-Monthly, Monthly). Each frequency has days of the month associated with it. Select the day the payment is due.
7. Enter the first payment date.

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8. Enter either the payment amount or the number of payments.
9. Select **Calculate** button.
10. Select the **Enter** button to save the information.
11. **Exit** the screen.

If the fine is modified and a payment schedule has been set up, the clerk will need to go back into the payment schedule to add the new date, and the amount, delete the amount of months, and then recalculate.